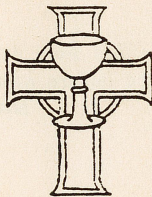


Ivy Harvey

**A MANUAL
for
ALTAR GUILDS**



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for the
Diocesan Altar Guilds of Canada*

"Put off thy shoes from off thy feet, for the place whereon thou standest is holy ground".

Exodus 3:5

"The Lord is in his holy temple, let all the earth keep silence before him".

Habakkuk 2:20

ALTAR EQUIPMENT

The number of pieces of each article must be determined by the frequency of Celebrations of Holy Communion in the Parish. The following is the minimum for a Parish having only a weekly celebration.

- 1 Chalice and Paten—it is advisable that if at all possible these should be of sterling silver—not plated
- 2 glass cruets—suitable size
- 1 wafer box (silver)
- 1 lavabo bowl and jug

LINENS

- 2 Fair Linen Cloths
- 1 Under Linen (or cere cloth—waxed linen)
- 2 Protectors
- 4 Dust Cloths of coloured Linen or Rep
- 2 Fair Linen Chalice Veils
- 2 Corporals
- 2 Palls
- 6 Purificators
- 6 Lavabo Towels (or Baptismal Towels)
- 2 Credence Covers
- 4 Silk Chalice Veils and Burses (if used)

The Fair Linen Cloth

Should be finished the exact width of the Altar, with a 1 inch hem on each side, but hanging over each end at least 15 inches. Longer still adds dignity.

There should be a cross embroidered in the exact centre, and one measured to come 3 inches from each corner of the Altar. These should be worked in simple outline or chain stitch—no heavy embroidery should be put on the top of the Altar as it might upset the chalice. There may be a band of embroidery across the ends, worked in outline or solid work.

Under Linen or Cere Cloth

Of heavy linen, exact size of the top of the Altar, waxed, and fastened at the corners underneath.

Protectors

Coarser linen will do, exact width of the Altar, hanging over 2 or 3 inches at ends—one cross in centre, 1 inch hem along sides, 2 or 3 inches at ends.

Dust Cloths

May be of heavy linen or rep, with a simple cross in centre. May be either in the colour of the season, or in a neutral beige or gray.

Fair Linen Chalice Veils

Very fine handkerchief linen, or linen lawn, 20 to 22 inches square, with $\frac{1}{2}$ inch hem all round, embroidered cross in centre, more or less elaborate.

Corporals

Fine linen, firm and close, 20 to 22 inches square, with $\frac{1}{2}$ inch hem all round, simple cross embroidered in outline or chain stitch, 3 inches in from front edge.

Palls

Firm, strong linen covering 7 inch square of glass, aluminum or plastic (all must have edges and corners rounded) and a cross embroidered on top.

Linen should be cut 15 x 8 inches (no less) and top sewn around three sides, measuring carefully so that the cross is straight on top. These are washed with a small brush, and put away to dry, without being taken apart.

Purificators

Should be 10-14 inches square—linen need

not be too fine, but absorbent. Hem should be as fine as is possible to turn—1/16 inch. A small cross should be outlined in one corner, or in the centre, as preferred.

Lavabo Towels (or Baptismal Towels)

Plain linen, or fine birdseye, cut 19 by 8½ inches, with ½ inch hem on ends, and ⅛ inch down sides, either plain cross or a conventional lily design outlined on one end.

Credence Covers

These are made of good firm linen the exact width of the Credence Table, with a 1 inch hem on the sides, and about 2 inches on the ends. The ends may hang over 3 or 4 inches. A plain cross should be embroidered in the centre, and a small border on the ends may be added if desired.

Silk Veils and Burses

If used, these should be made in the four colours of the Church's Seasons.

White for the great Festivals

Red for Whitsunday and Martyrs

Purple for Lent, Advent, Rogation and Ember Days, and Vigils

Green for days after Trinity Sunday and Epiphany.

There should also be a black set for funerals.

These should be of good silk damask, if possible, with a cross embroidered in silk, and lined. The veil lining should be of silk, (preferably taffeta or crepe, not satin) but the Burse must always be lined with fine white linen.

PRACTICAL SUGGESTIONS

1. Best quality plain linen should be used, not linen damask. It is advisable to shrink all linen before cutting to secure correct

measurement. Also it is best to draw a thread in order to be sure of a straight edge.

2. If lace is used, it must be real, not imitation, and it should only be used sparingly. There may be a narrow edging on the linen Chalice Veil, or a 9 inch piece sewed to the under linen, and used as a Festival Superfrontal, but no other lace on the Altar Linen.
3. D.M.C. cotton is recommended for all linen embroidery. The only embroidery stitches to be used on Church linen are outline, chain stitch, or solid work, or a little seedling. No other stitches are correct—scallop- ing, buttonhole, or hemstitching should never be used; the latter is not even practical. All hems should be done in very fine hemming.
4. All linens used in the Sanctuary should be washed, ironed and folded with the greatest care and reverence, and not used unless perfectly clean and fresh. Neither starch nor bluing should be used in laundering.

Corporals, Palls and Purificators should be rinsed in clear water before being laundered and the water poured out on the ground. Water used for cleansing the Sacred Vessels should also be disposed of in the same way, unless there is a special drain (called a piscina) leading directly into the ground.

5. Fair Linen and Credence Covers should be rolled on a stiff roller to prevent creasing. A roller may be made of thick newspaper, tightly rolled and covered with tissue paper.
6. Fair Linen Veil and Corporal should be folded wrong side out in thirds—three folds lengthwise and then three crosswise—from right to left, so it can be easily

inserted in the Burse. It should be kept in the Burse after being used, and not be put back in the drawer until laundered.

7. The Purificators should be folded in threes also, but right side out.
8. When possible, the Altar (or Holy Table) should be kept vested at all times, especially where the Church is kept open for private prayer. This means that the Fair Linen Cloth, with its protector and dust cloths should always be on the Altar. The Fair Linen should never be left uncovered, except during a celebration of Holy Communion.
9. The Missal Stand, (or Altar Book Rest) should be kept on the Credence between Celebrations of the Holy Communion.
10. Empty vases should never be left on the Altar, but put away in the Sacristy, and faded flowers should be removed at once. They do not give the impression of a well-kept or "cared for" Sanctuary.

RULES

1. All active members of an Altar Guild should be communicants.
2. All directions for work must be given by the Directress or President, who should be appointed by the Rector.
3. Meetings should be held monthly, if possible, and members should attend punctually and regularly. If unable to attend a meeting, or to do their prescribed duty, they should notify the Directress in good time for her to procure a substitute.
4. Members should begin and end all work undertaken for the Church with prayer.
5. They should be ready and willing to undertake any work one may be called upon to

do, according to one's ability, and to do it conscientiously, in a spirit of humility and as perfectly as possible.

6. They should be careful to make no unkind remark upon the work of any other member of the Guild.
7. Silence should be observed at all times within the sanctuary rail.
8. **Funds.** There is an unwritten law that Altar Guilds should not raise money by commercial means; that is, by dances, or card parties, or such things. Cultural entertainments, however, music or lectures with a silver collection are permissible. There may also be a small annual fee from the members. Sometimes interested members of the congregation take a special monthly envelope, and from time to time there may be donations. The Church Wardens should look after the wine, wafers and candles.

It is a great help to the flower fund if individual members of the congregation will provide flowers as memorials on their anniversary dates.

9. There should be a strict rule that no member may accept gifts for the Church without previous consultation with the Rector.

OFFICE FOR ALTAR GUILD MEETINGS

To be taken by one of the clergy

V. In the Name of the Father and of the Son
and of the Holy Ghost.

R. Amen.

Our Father . . .

V. O God, make speed to save us.

R. O Lord, make haste to help us.

V. Glory be, etc.

R. As it was in the beginning, etc.
Alleluia

Psalm 84

Lesson - Isaiah 6: 1-8

R. Thanks be to God.

Hymn, or

The Magnificat (*from Evening Prayer*)

V. The Lord be with you

R. And with thy spirit.

Let us pray.

Almighty and Merciful God, of whose only gift it cometh that Thy faithful people do unto Thee true and laudable service: grant us, we beseech Thee, that we may so worthily worship, and faithfully serve Thee in this life, that we fail not finally to attain Thy heavenly promises, through the merits of Jesus Christ, our Lord.

Amen.

O Lord, without whom our labour is but lost, and with whom Thy little ones go forth as the mighty: be present at all works in Thy Church which are undertaken by us according to Thy will, and for the glory of Thy Name; and grant us a pure intention, patient faith, sufficient success upon earth, and the bliss of serving Thee in Heaven; through Jesus Christ our Lord.

Amen.

Address (*if any*)

Admission of new members (*if any*).

"Prevent us, O Lord . . ."

(*Collect at end of
Service of Holy Communion*)

The Blessing.

FORM OF ADMISSION

The Warden standing before the Altar, the candidate kneeling at the rail, the Warden shall say:

Q. N.....do you desire to be admitted a member of the Altar Guild of..... Church?

A. I do.

Q. Will you endeavour to say the Guild prayer as ordered?

A. I will.

Q. Will you try to keep the rules, and further the object of this Guild so long as you continue a member of it?

A. I will.

Let us pray.

O Almighty God, who in times past taught Thy people to adorn sacred places for Thy worship: Bless, we beseech thee, the labours of Thy servants and grant that as they offer willingly for the service of Thy house on earth, they may attain at length unto that house not made with hands, eternal in the heavens; through Jesus Christ, our Lord. Amen.

O God, the Giver of all good gifts, we beseech Thee to hear our prayers, and pour Thy blessing upon this candidate, that she may be fortified with heavenly might, may preserve unblemished faith, steadfast hope and fervent charity, and may never be separated from Thee, who livest and reignest with the Son and Holy Spirit, one God, world without end. Amen.

Taking the candidate by the right hand, he shall say

I admit thee, N.....to be a member of the Altar Guild of..... Church in the Name of the Father, etc. Amen.

The Blessing.

AN ALTAR GUILD PRAYER

O God, Who didst teach Thy people of old to beautify, and care for the holy place of Thine abode; help us so to serve Thee in Thy sanctuaries here, that we may be numbered among those who worship before Thy Throne and see Thy Face hereafter; through the merits of Jesus Christ, Thy Son, our Lord.

Amen.

